

***This is only a **preview** of the exam task statements for the Training & Experience Examination. To take the actual exam, please refer back to the bulletin and click the "Click here to go to the Internet exam" link at the bottom of the bulletin.

Training and Experience Evaluation Preview Tax Auditor, Board of Equalization

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Instructions:

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Tasks for Tax Auditor, Board of Equalization

How current is your experience:

1. Performing work in a business where you were responsible for maintaining accounting books and records?
2. Auditing a company's books?
3. Passing a class taken since high school in business statistics?

Rate your ability to:

4. Prepare personal income tax returns.
5. Prepare business income tax returns.
6. Prepare bank account reconciliations.
7. Prepare financial statements.
8. Prepare written reports that summarize your time on projects.
9. Prepare written summaries of your work activities.
10. Review records to detect posting errors.
11. Review records to check clerical accuracy.
12. Review records to summarize financial data.
13. Review records to compute ratios or percentages.
14. Post source documents to summary records.

15. Post journals to ledgers.
16. Apply general accounting principles.
17. Apply general auditing principles, standards and procedures.
18. Analyze accounting data and draw sound conclusions.
19. Create and maintain an atmosphere of goodwill and cooperation in conducting an audit.

How much knowledge do you have in the following areas?

20. What constitutes an audit trail.
21. How to compute gross profit and/or markup percentages.
22. The principles of testing with statistical sampling.
23. Cash flow requirements to maintain a certain standard of living.
24. The principles of internal controls.
25. The difference between negligence and fraud.
26. Double entry accounting records.
27. Workpaper preparation methods and referencing.
28. Daily sales and cash receipts reconciliation.
29. Various sources of funds included in bank deposits.
30. Basic accounting principles, practices and procedures.
31. Basic auditing principles, practices and procedures.
32. Basic business tax law.
33. Accepted business ethics.

How much experience do you have:

34. Completing work assignments which have required you to gather nonsensitive information from a variety of sources?
35. Writing reports where you utilized statistical information (for example, means, weighted averages, standard deviations, etc.) to convey your point?

How current is your experience:

36. Receiving formal recognition for your ability to solve work-related problems (for example, receiving an award, letter of commendation, excellent performance appraisal rating, etc.)?
37. Passing a class taken since high school that emphasized problem solving (for example, logic, computer programming, etc.)?
38. Passing a class since high school that involved higher mathematics?

How current is your experience:

39. Answering customer questions or giving demonstrations?
40. Providing informal training to other employees or project participants?
41. Formally presenting technical or other complex information to others?
42. Regularly leading or facilitating briefings, meetings, or conferences?
43. Regularly presenting nontechnical information at meetings, briefings, conferences, or hearings?
44. Regularly explaining or interpreting complex information such as procedures, policies, etc.?
45. Receiving formal recognition for your verbal communication skills (for example, successfully competing in a speech contest, receiving a favorable review in a dramatic production, an award, a letter of commendation, etc.)?
46. Receiving a compliment for your ability to speak before the public, your supervisors, or other officials?

47. Passing a class taken since high school which was specifically designed to improve your verbal communication skills (for example, speech, drama, etc.)?
48. Making a formal presentation in order to persuade your audience to a particular viewpoint?

How current is your experience:

49. Performing work where you were required to edit outgoing correspondence?
50. Performing work where you were required to respond in writing to a customer's complaints or inquiries?
51. Preparing written memos or short reports designed to persuade an audience to a specific viewpoint?

Rate your ability to:

52. Write detailed reports on research projects you perform.
53. Write short descriptive statements reporting a situation or incident.
54. Write lengthy reports or documents that include facts, conclusions, and/or persuasive arguments (for example, thesis, issue paper, policy, etc.).
55. Write procedures to streamline a task.
56. Write letters of reference.
57. Perform work that involves translating technical or other complex material into common everyday language.
58. Provide written feedback to others (for example, complete a performance evaluation, book review, etc.).

How often do you:

59. Work cooperatively and flexibly with a single customer?
60. Work cooperatively with people outside your immediate work setting?
61. Make visits to out-of-office/field locations?
62. Do investigative work or counseling where you are required to listen attentively to others?
63. Deal with difficult time constraints or conflicting customer demands?
64. Separate your personal feelings from business or professional situations?
65. Deal with difficult, disorderly, angry or hostile people?
66. Settle disputes through negotiation?
67. Answer questions or provide assistance to others either in person or by telephone?
68. Interact with current or potential customers or clients where the purpose is to sell a product or service?
69. Interact with people from other countries or from different cultural backgrounds?
70. Remain calm, courteous, and tactful while handling problems or complaints?
71. Maintain follow-ups of your previous actions?
72. Work on projects involving sensitive information and a need for confidentiality?
73. Work on projects gathering information from people in person?
74. Work on projects gathering information from people by telephone?

How current is your experience:

75. Receiving formal recognition for your ability to work well with others (for example, receiving a letter of commendation, award, or excellent performance appraisal rating, etc.)?
76. Passing a class taken since high school to improve your interpersonal skills (for example, counseling, psychology, team facilitation, customer service, etc.)?
77. Working with people with special needs (for example, special education classes, hospital patients, prisoners, the elderly, persons with disabilities, rehabilitation clients, etc.)?

78. Working with multiple customers in a fast-paced, service-oriented business (for example, as a bank teller, waiter/waitress, cashier, etc.)?

79. Performing work that occasionally involves helping others with their problems (for example, being a dorm, camp or peer counselor, mentor, etc.)?

80. Performing work where your primary responsibility is to identify or assess the quality of products or services to meet customer's needs?

How current is your experience:

81. Using a personal computer (IBM PC or compatible, Macintosh) at work or home?

82. Using a personal computer word processing program such as Microsoft Word, WordPerfect, etc.?

83. Using a personal computer spreadsheet program such as Lotus, Excel, Quatro Pro, etc.?

84. Using a personal computer database program such as Dbase, Foxpro, Access, etc.?

85. Receiving formal training on the operations of a personal computer or software?

86. Entering numerical data on a 10 key by touch?

How current is your experience:

87. Acting as treasurer of an organization or association (for example, a school club, community organization, professional association, etc.)?

88. Receiving formal recognition for your ability to work with numbers (for example, receiving a letter of commendation, award, or excellent performance appraisal rating, successfully competing in a math contest, etc.)?

Rate your ability to:

89. Prepare reports which summarize numerical information.

90. Prepare written information which summarizes financial information or uses financial information to substantiate a recommendation.

91. Prepare schedules and reports that require projections of numerical information.

92. Perform work that involves verifying the accuracy of numerical information.

93. Perform work involving the use of percentages and the calculation of percentages.

94. Manage a household budget.

How often do you or did you:

95. Complete nonroutine assignments independently or with minimal supervision?

96. Complete your assigned work ahead of schedule and seek out additional tasks?

97. Plan and have responsibility for large work or school projects involving many steps and a significant amount of time?

98. Complete major long-term projects on or ahead of schedule?

99. Deal with disruptions to your work and still manage to continue or complete your work assignments?

100. Formulate an alternative workplan due to a setback or change priorities to allow you to complete a project on time or within budget?

101. Work without direct supervision on multiple assignments and complete those assignments on time?

102. Work with sensitive or confidential data?

103. Conduct projects where you have to account for your time and manage a budget?

How current is your experience:

104. Suggest a change to a work procedure that was implemented?

105. Start or operate a business that remained in operation for at least two years?

106. Act as an officer/leader (president, secretary, etc.) for a group, association, student government, team, etc.?

107. Use self-study to improve your skills at work, home or school?

108. Seek to learn new skills or knowledge that has helped you achieve your goals at work, school or in your personal life (without being directed to do so)?